

Clerk's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Preceptor's Name: \_\_\_\_\_

LAW CLERK SCHEDULE

The following items are to be considered minimum requirements for each law clerk, to be completed during the five months' clerkship and prior to admission to the Bar, whether that clerkship as provided by Supreme Court Rule 52 (a) (8) is performed during or after the conclusion of law school. Responsibility for scheduling rests on the clerk; making these arrangements is regarded as an important part of the clerkship training. It is expected that it will involve visits by the clerks to each of the courts, and a review of the court calendars so as to select the most interesting and instructive occasions for visits.

<u>DATE SCHEDULED</u>	<u>ASSIGNMENT</u>	<u>DATE COMPLETED</u>
1. _____	Attendance at one complete civil trial in a Justice of the Peace Court.	_____
2. _____	One half-day visit to Family Court, including attendance at a Trial or a Dependency and Neglect hearing if permitted by the sitting judge.	_____
3. _____	Review of the Rules of Family Court.	_____
4. _____	Attendance at (or audit of a tape recording of) one civil trial in Court of Common Pleas. (Warning: These cases often settle at the last minute. Therefore, you should begin your efforts to meet this requirement early in your clerkship).	_____

<u>DATE SCHEDULED</u>	<u>ASSIGNMENT</u>	<u>DATE COMPLETED</u>
5. _____	Attendance at one criminal trial in the Court of Common Pleas.	_____
6. _____	Attendance at one arbitration hearing conducted under Rule 16 of the Rules of Civil Procedure of the Superior Court.	_____
7. _____	Attendance at one session of arraignments in Superior Court.	_____
8. _____	Attendance at one session of sentencing in Superior Court.	_____
9. _____	Attendance at one selection of a jury in Superior Court.	_____
10. _____	Attendance at a criminal trial in Superior Court.	_____
11. _____	Attendance at a pre-trial conference in District Court, Court of Chancery or Superior Court.	_____
12. _____	Participation in the preparation of papers relating to an actual or mock motion in the Superior Court, and attendance at presentation of a Superior Court motion after study of the applicable motion papers and a review of the principal authorities relied upon by the parties.	_____
13. _____	Attendance at a civil jury trial in Superior Court.	_____
14. _____	Attendance at a trial or hearing in the Court of Chancery.	_____
15. _____	Review of record of a case which has been tried and appealed.	_____

DATE SCHEDULEDASSIGNMENTDATE COMPLETED

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|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| 16. _____ | Participation in preparation of papers relating to perfecting an actual or mock appeal to the Delaware Supreme Court, including designation of the record on appeal, or preparation of papers relating to a certification of a question of law or interlocutory appeal to the Supreme Court, including designation of the record on appeal. | _____ |
| 17. _____ | Attendance at (or audit of a tape recording of) an argument in the Supreme Court after a study of applicable briefs, and a review of some of the principal authorities relied on.                                                                                                                                                           | _____ |
| 18. _____ | Attendance at a civil or criminal trial in the District Court.                                                                                                                                                                                                                                                                              | _____ |
| 19. _____ | Attendance at one Sheriff's Sale.                                                                                                                                                                                                                                                                                                           | _____ |
| 20. _____ | Attendance at one interview of a client, witness or litigant with a matter.                                                                                                                                                                                                                                                                 | _____ |
| 21. _____ | Preparation of papers relating to commencement of actual or mock lawsuit including complaint, praecipe, and instruction to Sheriff.                                                                                                                                                                                                         | _____ |
| 22. _____ | Preparation of three memoranda of law.                                                                                                                                                                                                                                                                                                      | _____ |
| 23. _____ | Attendance at one deposition.                                                                                                                                                                                                                                                                                                               | _____ |
| 24. _____ | Preparation of one draft will and/or trust instrument or review and digest of three recently probated wills with the Register of Wills.                                                                                                                                                                                                     | _____ |

<u>DATE SCHEDULED</u>	<u>ASSIGNMENT</u>	<u>DATE COMPLETED</u>
25. _____	Participation in administration of one estate, or review of the records of two estates recently closed at the Register of Wills.	_____
26. _____	Attendance at one real estate closing.	_____
27. _____	Participation in a complete incorporation of a new company or review and digest of a recently filed certificate of incorporation.	_____
28. _____	Complete title search under supervision.	_____
29. _____	Attendance at a hearing of the Delaware Alcoholic Beverage Control Commission, Industrial Accident Board, or other administrative agency.	_____

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I, \_\_\_\_\_, hereby certify that I have completed a clerkship in the State of Delaware under the supervision of a Delaware attorney aggregating substantially full-time service for at least five months' duration in full compliance with Delaware Supreme Court Rule 52 (a) (8) and have completed all of the items so indicated on this Law Clerk Schedule.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I, \_\_\_\_\_, preceptor for  
\_\_\_\_\_, an applicant for admission to the Bar  
of the State of Delaware, do hereby certify pursuant to the Board of Bar Examiners  
Rule BR-10 (d)(2) that said applicant has served a clerkship in the State of  
Delaware, aggregating substantially full-time service for at least five months'  
duration in full compliance with Delaware Supreme Court Rule 52 (a) (8) and has  
completed the items indicated on the Law Clerk Schedule.

\_\_\_\_\_  
Signature of Preceptor

\_\_\_\_\_  
Date